

***Virginia Division of Consolidated Laboratory Services  
Virginia Environmental Laboratory Accreditation Program***

**FREQUENTLY ASKED QUESTIONS**

**Instructions and  
Fee Schedule for Changes to  
Scope of Certification or Scope of Accreditation**

**How do I request a change in Scope of Certification or Accreditation for my laboratory?**

Once a laboratory has applied and satisfied the application requirements, a change in scope is requested as follows:

- The owner of the laboratory or his/her designee supplies a written request, clearly stating the desired matrix, method, and analyte combination(s) desired using the form DGS-21-185, Request for Additional Fields of Certification Form. The form is available from the VELAP web page at [www.dgs.virginia.gov/dcls](http://www.dgs.virginia.gov/dcls).
- The laboratory with certification under 1VAC30-45 or with primary accreditation under 1VAC30-46 supplies:
  - Demonstration of Capability (DOC) documentation supporting the request(s), to include the DOC certification statement, final results, and statistical evaluation where applicable. Refer to 1VAC30-45-730 E or 2003 NELAC 5.5.4.2.2 for DOC requirements.
  - Two successful proficiency tests (PTs) occurring within 18 months of the request and at least 15 days from the close date of one study until the ship date of the next
  - The laboratory's Standard Operating Procedure
- The laboratory with secondary accreditation under 1VAC30-46 supplies:
  - A current copy of the laboratory's primary certificate with scope of accreditation (if not previously on file with VELAP).

**Please explain how and when fees are calculated and invoiced.**

When the deadline to make an application complete has passed, VELAP will require formal requests for a Change in Scope. Fees for changes to the Scope of Certification/Accreditation (hereafter, "Scope") cover the labor and expenses to process requests for changes in Scope. The labor to process a change in Scope will vary depending on the complexity of the request, the lab's current Scope, and whether or not a site visit is required.

**The laboratory will be invoiced upon completion of the processing, but before conducting an additional site visit. An updated Scope of Certification or Scope of Accreditation will be issued after payment for the request is received.**

The laboratory may contact the Lead Assessor for fee estimates in advance of submitting the request for change in Scope; estimates are subject to change based on actual processing time.

**DCLS will charge the base fee plus applicable additional fees as described below.**

**FEE SCHEDULE:**

**A. BASE FEE: The base fee will be charged for any request for an additional Field of Certification**

**PROCESSING REQUIRES:**

- Fields of Certification (FOCs) reviewed and updated into the database;
- Proficiency Test data entered into the database;
- Invoice generated;
- Response letter generated and sent with invoice;
- Record of request and all related correspondences recorded in files and database;
- Paid invoice received, logged into database, documented in files; and
- Amended Certificate and Scope of Certification/Accreditation generated, reviewed by management, and sent in duplicate (Technical Manager / Responsible Official) with cover letter.

**Base Fee:**

**\$150**

**Note: The Base Fee will be the only fee charged for the addition of analytes to a method for which the laboratory already holds certification.**

**B. ADDITIONAL FEES: SOP/Data Review Fee**

SOP/Data Review Fees are charged if the request includes a method(s) not previously certified. Fees are also charged for additional time spent in excess of the time covered by the initial base fee; e.g. multiple method additions, SOP and/or data review, logging proficiency study information, etc. Laboratories will be invoiced for additional data review at the rate of \$53 per hour. A single SOP and data review addition will require a minimum charge of one hour.

**Additional  
SOP/Data Review  
Fee:**

**\$53 per hour**

**C. ADDITIONAL FEES: New Test Category**

See 1VAC30-45-130 E or 1VAC30-46-150 E for test category fee information. Changes to Scope may require payment for a new test category, or

**Additional New  
Test Category  
Fee:**

**See 1VAC30-45-  
130 E or  
1VAC30-46-150 E**

may affect the test category fee due to a change in the number of methods requested.

**D. ADDITIONAL FEES: On-Site Visit Expenses**

VELAP management will decide whether an additional site visit is necessary. Site visit expenses vary per lab location and complexity of review. Site visit expenses are calculated upon receipt of request and may include some or all of the following charge categories:

- |   |   |
|---|---|
| ○ Travel Time   | ○ Per Diem  |
| ○ On-Site Time  | ○ Hotel   |
| ○ Transportation Fees<br>(mileage, gas, rental car, airline, cab) | ○ Office Time<br>(writing findings report, corrective action follow-up) |

**Additional Site Visit Fee:**

**VARIABLE**

(subject to travel expenses and labor time)

**What is the regulatory basis for charging fees for changes to a scope of certification or accreditation?**

Changes to the Scope of Certification or Scope of Accreditation can be made according to 1VAC30-45-90 B or 1VAC30-46-90 B. Fees will be charged for these changes per 1VAC30-45-130 F and 1VAC30-46-150 F, as the certification program must be self-funded. The basis for fee calculations can be found in 1VAC30-45-130 G and I, and 1VAC30-46-150 G and I.